

JOB CAPTAIN

Danielian Associates is an award-winning architecture and planning studio currently looking for a Job Captain to join their team in Irvine, CA. The firm celebrated its 50th year in business in 2018 and, most importantly, embraces a work-life balance along with a positive, empowering work environment and culture. As a Job Captain, you will work with the architecture and planning studios to skillfully execute and take ownership of the following responsibilities:

Responsibilities

- Work closely with Project Managers and Sr. Project Managers to assist with and coordinate all aspects of project design, including hands-on preparation of construction documents, coordination of clients and consultants, processing through governing agencies, and construction administration
- Possess the ability to work on multiple projects with multiple teams on varying phases of design and construction simultaneously
- Project coordination with clients and consultants
- Accurately estimate project schedules, work load, resources, and manage the deliverables both on budget and on schedule
- Provide leadership and coordination to project teams and prioritize and delegate work as needed

Requirements

- Minimum 4-5 years of relevant, technical experience in high density residential and/or hospitality
- Bachelor's degree or master's degree in architecture
- Excellent knowledge of AutoCAD, Revit, and SketchUp
- Experience in construction administration preferred
- Strong capabilities in Microsoft Office
- Experience with project management software and CA software a plus
- Impeccable ethics and character
- Positive, can-do attitude
- Active participation in AXP and pursuing licensure
- Strong verbal and written communication skills
- Proactive, self-starter with ability to collaborate and excel in a team environment
- A true team player excited to contribute to a great company culture

If you are a detail-oriented person and can manage numerous deliverables at once, we want to talk to you!

DA maintains a strong company culture and was recognized as a Top Place to Work in Orange County in 2016 by the OC Business Journal. As a family owned business our values include **INGENUITY, INTEGRITY, PASSION** and **EXCELLENCE**, while practicing **COLLABORATION**, and **RESPONSIVENESS**. If you share these values, we want to speak with YOU.